

December 21, 2006

DIRECTOR OF TRANSPORTATION

(Position Available for 2007-08 School Year)

JOB GOAL: To manage a safe and efficient transportation system that will enable students to take advantage of curricular and extracurricular activities offered by the district's schools. Insure that all vehicles and equipment are maintained in an operable state of repair to minimize interruptions to the maintenance and operation of the District.

QUALIFICATIONS:

- Must have in possession a Class B Commercial Driver's License, School Bus and Passenger Endorsement, School Bus Certification, CPR and First Aid. Bilingual preferred.
- College degree preferred or a combination of equivalent experience and education.
- School district experience preferred.
- Minimum three years experience in pupil transportation.
- Minimum five years experience in management position working with a large staff and large budget.

REPORTS TO: Assistant Superintendent of Finance

SUPERVISES: Site certified and classified staff

PERFORMANCE RESPONSIBILITIES:

1. Develops, monitors and evaluates the district's transportation system and assigned personnel.
2. Prepares and updates bus schedules and routes for all schools in the district.
3. Recruits, trains and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion and release.
4. Handles all parent and administrative concerns regarding transportation issues.
5. Maintains all district-owned equipment and develops plans for preventive maintenance.
6. Prepares and administers the transportation budget with support of the Assistant Superintendent of Finance and Director of Business Services.
7. Maintains safety standards in compliance with federal, state and insurance regulations, and develops a program of preventive safety.
8. Cooperates with principals and others responsible for planning special school trips.
9. Develops recommendations for future capital and personnel needs based on current transportation usage by students, grade levels and attendance boundaries.
10. Considers all aspects of district curriculum and courses of study when carrying out the duties of the transportation department.
11. Complies with all federal and state laws and regulations regarding school transportation.
12. Prepares and submits all reports necessary for the Finance and Human Resources Departments as well as all reports required by federal, state and other district authorities.
13. Manage the district alternative fuels program, under directives from Az. Dept. of Environmental Quality and Dept. of Commerce.
14. Drives buses when necessary.
15. Performs other related tasks upon requests of the Assistant Superintendent of Finance.
16. Develops and maintains the transportation routes for the after school programs in cooperation with the after school program coordinator.
17. Monitors all buses on transportation runs during normal school day, after hours and on

weekends.

18. Responsible for District Trip Reduction Program.
19. Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED

Knowledge of general safety rules and techniques.
Knowledge of first aid and CPR.
Knowledge of district policies and rules of conduct.
Knowledge of safe driving techniques
Knowledge of commercial driving requirements and rules.
Knowledge local, state and federal policies and laws relative to pupil transportation.
Knowledge of the principles of transportation of special needs students.
Knowledge of Department of Public Safety Bus Inspections.

Skill in driving commercial vehicles.
Skill in performing first aid and CPR.
Skill in assisting students in wheel chairs or with other physical limitations.
Skill in monitoring and correcting student behavior.
Skill in communicating orally and in writing.
Skill in establishing and maintaining effective working relationships with others.

PHYSICAL REQUIREMENTS: Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision, corrected to 20/20, hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift (exerting force up to 50 pounds), carry, push, pull or otherwise move objects up to 130 lbs. Meet State Guidelines, Physical Performance Test.

TERMS OF EMPLOYMENT:

Employee year is twelve months.
Salary and fringe benefits as approved by the
Governing Board.
***ADMINISTRATIVE SALARY SCHEDULE**

DEADLINE FOR APPLICATION

**FRIDAY, JANUARY 26, 2007 @ 4:00pm
OR UNTIL FILLED.**

CONTACT PERSON:

Cartwright School District
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